

## **The Purpose of FERPA is to protect the privacy of educational records.**

---

An educational record is any record that contains personally identifiable information about a student who is enrolled at the University. Students have the right to review their own educational records, and receive a copy.

Students have the right to have personally identifiable information contained in education records kept private unless they consent in writing to disclosure. They also have the right to refuse to permit the disclosure of directory information except to school officials.

---

## **Directory Information**

- ◆ **Student Name**
- ◆ **Address**
- ◆ **Telephone**
- ◆ **Major**
- ◆ **Full vs. Part-time**
- ◆ **Dates of Attendance**
- ◆ **Honors, Awards**
- ◆ **Graduation date**



University of Saint Joseph

---

Registrar Office  
1678 Asylum Ave  
West Hartford, CT 06117

Phone: 860-231-5225  
Fax: 860-231-8396  
E-mail: <http://www.usj.edu/registrar>

# **University of Saint Joseph**

---

## **FERPA**

Family Educational  
Rights and Privacy Act

For Faculty, Staff and  
Students



UNIVERSITY OF SAINT JOSEPH  
CONNECTICUT

## PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information is defined to include, but not limited to:

- ◆ The student's name
- ◆ The student's email address
- ◆ The name of the student's parent or other family member
- ◆ A personal identifier, such as a student's Social Security number or student I.D. Number
- ◆ A list of personal characteristics that would make the student's identity easily traceable

## EDUCATIONAL RECORDS ARE...

Any information provided by the student to the University for use in the educational process

- ◆ Personal information
- ◆ Enrollment records
- ◆ Grades
- ◆ Schedules

Student educational records may be:

- ◆ A file/document
- ◆ A computer printout in your office
- ◆ A class list
- ◆ A computer display screen
- ◆ Blackboard entries
- ◆ Notes taken during an advisement session
- ◆ E-mails

## LEGITIMATE EDUCATIONAL INTEREST

In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. This includes such purpose as:

- ◆ Performing appropriate tasks that are specified in his/hers job description or by a contract agreement
- ◆ Performing a task related to a student's education
- ◆ Performing a task related to the discipline of a student
- ◆ Providing services for the student such as counseling, job placement or financial aide.

Educational interest **DOES NOT** constitute authority to disclose information to a third party without the student's written permission.

## LETTERS OF RECOMMENDATION & VERBAL COMMENDATIONS

Statements made by a person making recommendations do not require a written release from the student. However, if the personally identifiable information obtained from the student's record is included in the letter of recommendation, the writer is required to obtain a signed release from the student for each request.

## POSTING OF GRADES

Any public posting of grades or distribution of grades by any means other than a secure means is in violation of FERPA. This includes posting of grades using student I.D. numbers, Social Security Numbers, or names. The posting of grades to a class website and the public posting of grades for students taking an online course is in violation of FERPA. The recommendation is that no grades be posted.

Notification of grades by postcard is a violation of FERPA. Grades must be in a sealed envelope with security precautions.

Notification of grades by email and/or fax is not recommended. The institution would be responsible if any third party gained access. In any manner. To a student's education record through any electronic transmission method.

## TO AVOID VIOLATION OF FERPA RULES:

**DO NOT** fax grades and/or transcripts

**DO NOT** discuss the progress of any student with anyone other than the student or college official without consent from that student

**DO NOT** provide anyone with student schedules or assist anyone other than a University employee in finding a student on campus

**DO NOT** circulate a printed class list with student name, student number, or other non directory information

**DO NOT** leave graded test/papers for students to pick up by sorting through the papers of all students. Place each on in an envelope or hand out to each student